

DATE

NAME OF RECORDS CUSTODIAN  
NAME OF AGENCY/GOVERNMENT

Dear XXXXXXXX,

Under the provisions of the Wisconsin Open Records Law, I am requesting access to inspect, photocopy or electronically copy all records mentioning or regarding PUT SUBJECT MATTER HERE since PUT DATE HERE.

The above request includes information maintained in printed form as well as electronic form such as computer hard drive, tape and diskette. It also pertains to photographs and electronic mail.

The Open Records Law applies to paper and electronic records, and responsive emails must be disclosed whether they were sent from public or private email accounts.

If part of the requested information becomes available immediately, I would prefer to have immediate access to that material rather than wait while the remainder of the information is being prepared for review.

Wisconsin statute 19.35(3)(e) provides that a waiver or reduction of copying fees may be provided when an authority determines that such an action is in the public interest. **Accordingly, I request a waiver or reduction in fees.**

The law states that reasonable fees may be charged for providing copies of such records. Please advise me before you process my request if the fees will exceed \$100. I may be reached at XXX-XXX-XXXX OR EMAIL ADDRESS.

If all or part of this request is denied, please cite the specific law or regulation for the denial and inform me of the appeal procedures. I believe that the records I am seeking are public records and, thus, should be available for inspection and copying during your regular office hours.

Please handle this request expeditiously so that I may pursue legal remedies, if necessary, to gain access to the information I am seeking.

Thank you for your assistance.

Sincerely,